



Department of Development Services – West Region  
JOB OPPORTUNITY  
DENTAL ASSISTANT  
ELLA GRASSO CENTER - STRATFORD

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Position:** Dental Assistant (Part-Time 40 Hours)

**Location:** Ella Grasso Center - Stratford

**Job Posting No:** 0106928

**Hours:** 1<sup>st</sup> Shift ~  
**Week 1:** Friday 8:30am – 4:00pm, Monday, 8:30am – 3:30pm, Wednesday 8:30am – 2:00pm, Thursday 1:00pm – 5:00pm; Regular Days Off Saturday, Sunday, Tuesday  
**Week 2:** Friday 8:30am – 4:00pm, Monday 9:00am – 4:30pm, Thursday 1:00pm – 5:00pm; Regular Days Off Saturday, Sunday, Tuesday, Wednesday

**Salary:** \$20.02/hourly

**Closing Date:** January 20, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**Examples of Duties:** Performs instrument exchange procedures for operative dentistry (including general dentistry, periodontics, prosthetics, orthodontics, periodontics and oral surgery); prepares dental restorative and prosthetic materials; assists in oral surgery as required; ensures compliance with OSHA regulations on infection control; prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories; schedules appointments; prepares a variety of requests for patient diagnostic testing; processes billing and/or insurance information; illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards; may participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

**General Experience:** One (1) year of experience in dental assistant work.

**Substitution Allowed:** Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

**Special Requirement:** Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

**Working Conditions:** Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8858  
[Email: Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.